



## **THE UTAH LABOR COMMISSION WORKPLACE SAFETY GRANT APPLICATION**

### **GENERAL APPLICATION GUIDELINES JANUARY – DECEMBER 2016**

#### **I) PURPOSE - WORKPLACE SAFETY GRANTS**

The purpose of this application is to identify businesses, educational institutions and community agencies who demonstrate a commitment to workplace safety and desire to implement initiatives which promote either new or existing safety programs within the workplace. The program is to be completed by DECEMBER 31, 2016.

##### **Goals:**

1. Increase workplace safety by reducing accidents.
2. Promote employer/employee awareness of the need for workplace safety.
3. Assist employers in establishing new programs or supplementing existing programs which promote workplace safety.
4. Inform employers and employees of resources available through the Labor Commission to assist them in improving workplace safety programs.

#### **II) AVAILABLE FUNDING:**

This year, approximately \$500,000 in Workplace Safety Account funds will be available for grants to be distributed among as many qualifying applicants, and in the monetary amounts the Labor Commission deems appropriate.

#### **III) TYPES OF GRANTS AVAILABLE**

There are TWO types of grants available. The Workplace Safety Program Grant and the Workplace Safety Awards Grant.



**ALL grant applications are limited to workplace safety projects to be implemented in the State of Utah, and companies or agencies conducting business in Utah.**

1. **Workplace Safety Program Grant** – The purpose of the Workplace Safety Program Grant is to provide support for organizations to implement new or support existing safety programs within the workplace. Details and qualifying criteria are outlined below. This grant period allows up to 12 months for grantees to complete their safety project. There are no specific limitations on the amount of funding requested, but the average amount ranges from 1,000 to 85,000. **\*\*This is a competitive grant process and predetermined criteria will be used in making the decision whether to fund the proposal, and the amount of funding that will be awarded to each grantee.**

**Eligibility:** The following entities are eligible to apply for purpose of this grant:

- ◆ Utah Businesses
- ◆ Community based organizations

- ◆ Utah Non-profits
- ◆ Local Associations
- ◆ Educational Institutions
- ◆ Government Entities

2. **Workplace Safety Awards** – The purpose of the Workplace Safety Awards Grant is to provide support and sponsorship of organizations in their efforts to recognize employers, employees, and others for their commitment to workplace safety. These safety awards apply only to non-profit organizations that support workplace safety as part of an overall safety culture through their members, award recognitions or safety conventions.

**Eligibility: The following entities are eligible to apply for purpose of this grant:**

- ◆ Member-based non-profit organizations representing employers or employees. These include industry associations, community organizations, and labor unions

***There is a limit of up to \$5,000 or less per organization.***

If interested in applying of this additional funding, you may:

- ◆ Utilize the **SAFETY AWARD APPLICATION** for purposes of applying for this funding.
- ◆ As part of your *Event Summary*, describe type of event, expected number of attendees and any other relevant information related to your safety awards or safety conference.
- ◆ Request for safety awards and conferences funding may be submitted ***in addition*** to other regular workplace safety grant requests.

**In order to qualify for this special funding, the criteria utilized in selecting your safety award recipients must be included as part of your application.**

**\*\* A list of Safety Award Recipients must be provided to us with your quarterly reports.**

#### **IV) WORKPLACE SAFETY PROGRAM GRANT CRITERIA:**

**Criteria that will be used in making a decision regarding which proposals to fund include, but are not limited to:**

Programs that meet the priorities set forth by the WPS Selection Committee:

- Priorities identified include projects that address language and cultural barriers that affect workplace safety practices.
- Programs that address higher industry or occupational trends and which are striving to reduce workplace accidents or fatalities in high-risk settings or industry occupations.
- Programs that are innovative, can be emulated, and will set a precedence for best practices in workplace safety programs;
- Preference will be given to projects which are supported, at least in portion, by sources other than Workplace Safety Funds.
- Priority for funding will be given to entities that have demonstrated financial need as well as small and medium based companies (250 or less employees).

## V) SUGGESTED USES FOR MONETARY AWARDS:

- ✓ Safety workshops, seminars and presentations focusing on workplace safety
- ✓ Development of Workplace Safety Initiatives for those with Limited English Skills
- ✓ Trade programs that integrate skills training with emphasis in safety
- ✓ Training sessions
- ✓ Purchases of safety materials\publications\videos
- ✓ Cross training between organizations
- ✓ Substance abuse programs related to workplace safety
- ✓ Implementation\augmentation of workplace safety programs
- ✓ Workplace violence prevention / awareness training
- ✓ Innovative workplace safety programs through the use of technology

### **Non-qualifying uses for Workplace Safety Grant monies**

#### **Examples include:**

- Electronic equipment (TV's, video recorders, phones, etc)
- Fees for rental of facilities owned by grantee, even in instances when the facilities are being used for purposes of implementing safety project.
- Social dinners and events NOT at all related to safety conferences or awards.
- Travel out of state.
- Cost of doing business as usual.
- New Positions. WPS monies cannot be utilized to fund new positions regardless of whether or not they are related to a specific safety project being proposed for funding.
- Facilities maintenance and/or utility bills (heating and electrical bills, etc.)
- In-kind services provided by consultants or contractors. These include services for which your company has not received an invoice, or for which you have not incurred an expense such as in the case of services and commodities that have been categorized under a trade-in agreement. \* **For purposes of the grant, these expenses can be counted as grantee's matching funds.**

**Note:** If you have questions about what items or expenses may qualify for funding or may be exempt based on the criteria above, please contact the WPS manager for additional clarification.

## VI) SUBMITTING YOUR GRANT APPLICATION:

**\*\*\*\*No later than Monday, October 19, 2015 by 5:00 p.m. \*\*\*\***

1. There are TWO Options for submitting your application:

- ✓ **Electronically** – Submit by email to [elenabensor@utah.gov](mailto:elenabensor@utah.gov)
  - It is YOUR responsibility to verify that your application was received.

**OR**

- ✓ **Hard Copy**
  - Eight (8) copies (**1 original and 7 copies**) of the application signed by agency officer.

2. **Mail your submissions to:**

**Utah Labor Commission**  
Workplace Safety Grants  
Attn: Elena Bensor  
160 East 300 South, 3<sup>rd</sup> floor  
P.O. Box 146600  
Salt Lake City, Utah, 84114-6600

3. **Or hand deliver to:**

Heber Wells Building,  
160 East 300 South \* (Labor Commission located on 3rd Floor)  
Salt Lake City, Utah 84101  
Applications should be in a sealed envelope marked:  
ATTENTION: Workplace Safety Grant - Elena Bensor

\* Faxed applications are not acceptable.

**VII) IF YOU ARE SELECTED AND APPROVED FOR FUNDING**

Applications will be reviewed by the WPS Selection Committee. Recipients will be selected and notified according to the timeline schedule on page 7.

1. **If you are selected and approved for funding** - After being notified by email or phone of the approval of your application and amount of funding awarded, you will receive an electronic copy of the state contract. The contract needs to be signed by your company's authorized representative.
2. **Returning copies of the State Contract** - Send 5 hard copies to the Labor Commission, or the electronic form with signatures by email. Make sure to include all pages (including terms and conditions).

**\*\*Please Note:** There is a deadline to determine when the signed contracts need to be received back into our office. If the deadline is not met, your monies may be forfeited and funds will not be issued. Check the timeline box for important deadlines.

3. Contracts will be processed by our finance office. When contracts have been fully processed and approved, a final copy will be sent to you for your records.
4. All projects are to start on **January 1<sup>st</sup> of grant year** or thereafter. Reimbursements will not be processed before the end of the first quarter, and all invoices and requests for reimbursement must be submitted with a quarterly report in order to be processed for payment.
5. If your proposal is approved for WPS funding, you will be required to attend at least one training/orientation session. **See SCHEDULE for more information.**
6. The contract will be for up to a 12 month period (ending December 31 of grant year) or less, depending on the nature of the proposal.

## VIII) REIMBURSEMENT PROCESS:

1. Reimbursements should be submitted on a quarterly basis. Include your **Quarterly Progress Report** along with your invoice.
  - a. Invoices without a quarterly report will not be processed until reports are submitted.
  - b. Exceptions to the quarterly report and payment reimbursements will be considered based on prior approval from the Workplace Safety Manager.
  - c. Quarterly reports are due at the end of the following months:

- ✿ **March**
- ✿ **June**
- ✿ **September**
- ✿ **December (final report)**

2. Quarterly reports are a requirement and **MUST** be submitted using template form provided: **Quarterly Report (Part C)** AND must include your reimbursement request.

**Remember: If grantee fails to submit 2 quarterly reports, funding may be forfeited and monies will be re-allocated to other workplace safety projects.** If there is no grant related activity for a specific quarter, there is no need to submit a report, but an email notification must be sent to the WPS grant manager.

3. Reimbursement requests should be submitted as an invoice along with an itemized description of expenses including receipts for requested reimbursements. Grantees may use their own invoice form or use one provided by the Labor Commission (provided upon request). Examples of information to be included are: receipts for item or services provided, date service was rendered, copies of bills, including copies of payroll (if billing for personnel services), etc.
4. If submitting travel expenses, grantees must submit invoice along with a copy of receipts for allowable expenses. ***You have the option of submitting your own travel reimbursement request form.*** If you are using your own form, you must include the traveler's name, date of travel, purpose of travel, and must itemize lodging, meals and mileage reimbursement, per diem, and any other expenses. Include receipts for any reimbursements requested.
5. If submitting expenses for personnel or contractual services, a copy of payroll or invoice from vendor (in the case of contractual work) is required.
6. Once the reimbursement request has been received by our office, allow two-three weeks for reimbursement to be processed.
7. In order to process allowable costs in a timely manner and before the ending of the fiscal year, requests submitted during the fourth quarter of the WPS grant, must be submitted by **COB on December 31<sup>st</sup> of grant year.** **\*\* Invoices submitted after this date, may be denied.**
8. Reimbursement requests for items not outlined within the scope of work statement will not be reimbursed.

## **IX) ASSESSMENT OF SUCCESSFUL COMPLETION:**

Successful recipients shall:

- ✓ Be able to complete the project before or by December 31 of grant year.
- ✓ Demonstrate ability to successfully complete the project based on qualifications, expertise, and previous experience of staff.
- ✓ Provide the Labor Commission with a time line and specific details of the successful completion of the project.
- ✓ Provide updates and quarterly progress reports to the Commission with a final report of the project due upon completion. The Commission reserves the right to audit or request a progress report at any time throughout the project.
- ✓ The grantee shall be responsible for all costs and contract performances whether or not subcontractors are used. Current employees of the state of Utah, or any other governmental agency as well as consultant affiliates of the Labor Commission may not participate as subcontractors.
- ✓ Define performance evaluation tools and respective performance measurements which will be used to analyze the success of the project. Performance measurements will be used in reporting program success to the Governor, Legislature, and the Workers' Compensation Advisory Council.

## **X) IF YOUR PROPOSED IS DECLINED - RE-CONSIDERATION PROCESS:**

1. The Labor Commission reserves the right to reject any or all applications received.
2. The Labor Commission also reserves the right to approve funding amounts different than those requested through the application process.
3. Priority will be given to entities that have demonstrated financial need.
4. If your proposal is denied and you are in disagreement, or would like to ask specifics, please contact the Workplace safety manager for additional clarification.
5. Reconsideration of declined requests for funding must be submitted in written form by email or post within two weeks of notification. For 2016 applications, reconsideration requests must be received **within 14 calendar days of denial** and they may be submitted by email.

## **XI) AUDITING:**

The Utah Labor Commission reserves the right to conduct a performance and financial audit of any project funded under Workplace Safety Grants. Grantee agrees to cooperate and make available any and all information and documentation including financial information pertaining to this grant. By signing and submitting the contractual agreement, grantee agrees to abide by these terms and conditions.

## **SCHEDULE**

JANUARY – DECEMBER 2016

**Tuesday – Oct 1**

Grant Notice Released and Applications Open.

**Monday – Oct 19**

Applications submitted to the Labor Commission by 5:00 p.m.

**By Monday - Nov 30**

**WPS** Selection Committee meets to review applications, designate recipients, and determine award amounts.

### **The WPS Selection Committee consists of the following members:**

- Utah OSHA Division Director, Labor Commission;
- One **Employer** representative, Workers' Compensation Advisory Council;
- One **Employee** representative, Workers' Compensation Advisory Council;
- Workplace Safety Program Manager;
- Industrial Accidents Division Director, Labor Commission; and
- Administrative Services Division Representative, Labor Commission.

**By Monday - Dec 14**

Recipients notified of selection and award amounts.

**By Monday - Dec 28**

Labor Commission to receive signed contracts back from grantee.